



# TOWN OF VERNON

P.O. Box 54  
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[www.vernonfire.com](http://www.vernonfire.com)



## STAFF MEETING MINUTES

December 3, 2018

RECEIVED BY EMAIL

Chiefs: Eppler, Babcock

Captains: Andresen, Fisher, Lucas, Maguda, McKinney, Robertson, Shepard, Solito, Tautic

Lieutenants: Hadden, Kerr, King

Ambulance: Gauthier

FMO: Call

Acting Fleet Mgr: Scanlon

Fire Police: Prue

Support Members: Carpenter, Galley

RECEIVED  
VERNON TOWN CLERK  
18 DEC - 8 AM 8:53

The meeting was called to order @ 19:04 hours by Fire Chief, Stephen Eppler. Motion was made/seconded (Solito/Prue) to accept the minutes from the November 5, 2018 meeting.

### ADMINISTRATION REPORT - A/C Babcock:

- The past week has challenged us with several serious emergency incidents. Jobs well done by all involved. Please do not hesitate to reach out and speak to someone if needed, and reference information in each Firehouse recently distributed. Company Officers should be making sure their members are aware of the available assistance and the people they can contact. Chaplain Folland 860-522-9143, Kathy Call – 860-508-8910, Bill Graugard 860-205-7296 and Jean Gauthier 860-918-6561.
- The 2019-2020 Captains Eligibility List is attached. Elections for the position of Captain will be held on 12/10/18. Officer Elections SOG is attached. Thank you to all who participated with the process.
- Position Opening: Fleet Manager. Please see attached Job Description for the position. Anyone interested in applying for the position should submit a letter of interest (cover letter), and attached resume to A/C Babcock via email by Monday 12/17/18 by 1800hrs.
- The New CAD is up and running at TN with some different features. Intermittent "GENERAL ALERTS" have still been seen for emergency incidents. Working with Active 911 and TN to fine tune the format of paging. If something doesn't sound right, let the Executive Board know.
- A complaint was fielded from TN regarding a routine radio check during a peak call volume time at the dispatch center, including during a serious call in our Town. Please see attached SOG regarding Testing of Radios for a reminder on how to appropriately conduct these periodic tests.

**MEMBERSHIP:**

- Resignation:
  - Ron Russo (ET-341)
  - Jake Miceli (ET-141)
  - Ray Walker (FM-141)
  - Jon Rodriguez (E-441)
  - Courtney Glidden (Recruit Training)
- Leave of Absence: Mark Pugliese (FP – Medical), James Baird ( ET-441 – 60 days personal)
- Rank Change – Randy Magnotta ET-141 acting 1<sup>st</sup> Lieut.

**OPERATIONS and TRAINING REPORT – A/C Arel:**

- Training Committee Minutes from November 29, 2018 are attached.
- December Operations and Training Report is attached.
- Junior Company Training for 2019 is attached.
- Department Training for 2019 is attached.
- Members informed it's hard to plan attendance with Training Committee Meetings due to the fluctuating schedules. They were asked to be patient and the Chief will review with A/C Arel.
- Dept. EMT Re-Certification will be held on Saturday 1/27/19, Sunday 1/28/19, and test Monday 1/28/19.
- All EMT's have been transferred to the CentreLearn platform.

**HEALTH & SAFETY - Hammick: No Report.**

**FIRE MARSHAL: Call – See attached.**

- Scranton Power Sports will have a Knox box.
- Santini complex on 1100 Hartford Tpke. has 2 hydrants at the pumping station that are not for fire dept. use. They will be marked accordingly. Pictures are attached.
- There are no burning permits being issued until Bill Call is certified by DEEP.
- When Fire House reports are complete the bar at the end of the report needs to be reviewed. It will verify how many errors are in the report that can be corrected before finalizing.
- Apartment inspections continue.
- Talcottville Road apartment inspections are underway. DOT does not want to provide traffic light at this time. Desire to wait until there are some occupied units.

- Engine 441 is next to receive Knox Box key secure unit.
- After the Captain elections, Stan Landry will make updates with Knox Box key secure units.

**COMMUNICATIONS - Fisher:**

- The new Fox Hill Building is up and running and the old one demolished. We still have to do; a lot of internal work in the new building over the next few weeks to finalize the radio configurations. Hopefully we will minimize the down time if any at all.
- The digging for the new tower is scheduled to start Tuesday and hopefully they will have the base pad done before the ground freezes. The tower will be erected at some time over the winter or early spring, depending on the weather.
- At this time we have no back-up power at Fox Hill as the new generator is not due to end of December. During this time if we lose power the site may go down until the situation is corrected. In that case if you cannot contact TN over the normal radio channel - use an alternate one. For apparatus I suggest that you use your low band radios on 33.86. Just remember to use the hand mic for the low band radio. For the Ambulances you should use the channel labeled "86 Tolland F1" on the display.
- During the next couple of weeks we will be testing an alerting system over our Channel 3 radios from the Fox Hill site. The test may sound like "Power Failure" or "Low Temperature" etc. Before and after each test we will announce that this is a test. Once the testing is complete if you should hear one of these messages over channel 3 (especially during the night when the ambulance crews are on) please contact either Captain Tautic or myself right away.
- I want to thank all the help that has been given to make this Fox Hill upgrade project come to fruition, especially the Public Works Department and in particular Jeff Schambach for their many man hours and equipment provided, and to Jon Andresen and his crew and all others for all their efforts. This upgrade has been many years in the making. Additionally, Chief Eppler noted the significant contribution Jack has made to seeing this project through.
- Many of you have already noted that you are not hearing the PD anymore. We moved the radio from Station 241 to Fox Hill using the new system installed there. In doing so we had to change the frequency set up for monitoring the PD along with the FD to PD Interconnect. With the relocation of this radio it hopefully will give us a better coverage area. As time permits we will start to reprogram all portable and mobile radios with these changes along with the new TN Tactical Fire Ground Channels, once we have all those parameters figured out. The new TN Tactical Fire Ground Channels will be a topic for the future as it will be a significant change for us, especially on mutual aid calls.
- We would like to start a battery replacement program for all portables on a two year cycle. With that as we issue out new batteries we need to make sure that they are dated so we can keep track of the replacement dates. The ambulance supervisors have noted that several FD officers are taking batteries from the ambulance supply and not replacing them or if they do the replacements are not dated. The FD officers should be swapping batteries with those in the Rescue truck chargers or request from Captain Tautic or me, not the ambulance supply.

***FINANCE – Fisher:***

- As we move into the second half of our budget period, we are still holding our own in most accounts however there are some getting low. Remember before making or committing to any significant purchases, prior approval is required from us. Also remember for those purchases you need to fill out a "Purchase Requisition" which is in the TN Documentation file. Also, when making any purchases, please see that we are given copies of the invoices or receipts.
- If a company needs any items, please submit a list to the Chief with what is needed, provide where to get it and the price.
- Booster pump is being sought for Station 1 and another gear washer is being pursued.
- K12 rotary saw is needed for Rescue 441. A/C Arel will obtain quotes.

***FLEET MGMT REPORT – Scanlon: See attached***

- UTV 441 trailer decking is starting to rot in places. Capt. Scanlon to look at.
- ET-641 is having a hard time shifting into pump mode. It needs to be used more frequently.
- Tower-141 is out of service for a bad alternator, parts are on order.

***TECHNOLOGY - Galley:***

- Computers have been ordered.
- Station 541 Active 911 Monitor has power issues. Resolution was discussed.
- All UPS units have good batteries. If new UPS batteries are needed, check first with Capt. Fisher.
- Captain Galley is the only member with Windows 10 at this time, no issues with Firehouse or other applications with the Windows 10 OS.
- New Captains will need new town user ID's. Capt. Galley will work with Rich Maselek.

***CENTRAL SUPPLY/UNIFORMS - Goric:***

- Reminder - You can only use equipment issued to you by the department. No personal equipment can be used unless authorized by the Chief Officers.
- No trading of gear or equipment is allowed without authorization by Chief Officers.
- Effective immediately we are using a new inventory system for all department equipment and clothing. You are now required to sign for what has been issued to you and you will be accountable for all issued items when you leave the department.
- Delivery of the Class A uniforms is almost complete. We are still waiting for a couple of special order items. We should have them soon.

**SCBA – Shepard:**

- Batteries are needed for all SCBA units, Scott will get them, but needs to let Jack know beforehand the estimated cost.
- SCBA sheets are needed by the next Staff Meeting.
- If there are any old style masks stored on the trucks, they should be turned in to the SCBA shop. There are six new masks on all trucks. The old masks are not to be used with the new SCBA's. Turn in old masks, this includes personal issued masks.

Small masks are needed. Scott is to price out 10 and report to the Chief.

- Capt. Tautic requested battery for their thermal imaging camera.

**PUBLIC RELATIONS EVENTS - Muniz:** Nothing to report.

**OLD BUSINESS:**

- Artic Splash was held on Saturday, 12/1/18. A fun time was had by all.
- A letter of thanks was received from HVCC for our involvement with the Annual Food Drive – Great Job!

**NEW BUSINESS:**

- Flags will be at ½ staff for 30 days. A new flag will be requested from Public Works for Station 441.
- Legislative changes to PSAP funding formula would impact TN in a negative manner resulting in a trickle down cost effect for member towns (including Vernon. We sent a letter (signed by the Mayor, Town Administrator, Fire and Police Chiefs) to the state expressing our concern and that we were against this proposed change.
- Chief Eppler shared articles from Fire Engineering that recently reported on “Volunteerism” and “Volunteer Firefighters Growing Older”. It is a growing problem for the entire country.
- Remuneration worksheets due tonight.

**CORRESPONDENCE:** None

**UPCOMING EVENTS:**

- Winterfest Parade – Friday, December 7th. Hale Street parade line up a 5:30. Parade kicks off @ 6:15. An email will follow once details are available. R-141, T-141, E-441, ET-341, ET-241, ET-141 will attend.
- Toys for Tikes Stuff a Truck will be held on Saturday, December 8<sup>th</sup> at Rocky's from 11:00 – 3:00.

- Truck assignments for toy delivery night on 12/17/18 were discussed. The event will kick off at 18:30 hours.

**GOOD & WELFARE:**

- Chaplin Barry Folland was in the hospital recently, is back home now.
- Michelle Landry's father recently passed away.

***REMINDER: Monday January 7, 2019 will be the Annual Department Meeting and Annual Association Meeting. They will be followed by the January Staff Meeting. There will be no quarterly Department Meeting or Quarterly Association meetings held that night. All meetings will be held at Station 141 beginning @ 19:00 hrs.***

**ADJOURNMENT:**

Motion was made/seconded (Galley/Solito) to adjourn the meeting @ 20:45 hrs.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Diane Carpenter".

Diane Carpenter, Secretary